



**Asia-Pacific
Economic Cooperation**

2010/SOM1/SCSC/033

Agenda Item: 3

Project Management

Purpose: Information

Submitted by: APEC Secretariat



JAPAN 2010

**First Sub-Committee on Standards and
Conformance Meeting
Hiroshima, Japan
6-7 March 2010**

Project Management

Presented by
APEC Secretariat Project Management Unit
SOM 1, 2010



Advancing Free Trade for Asia-Pacific Prosperity

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Approval Session 1, 2010



45 proposals received for S1

Fund	No. of projects	Funds req. (USD)	Funds ava. (USD)
OA	7	718, 173	589, 463
TILF	18	1, 412, 246	1, 057, 485
ASF (G)	16	1, 593, 441	674, 989
ASF (AI)	1	66, 760	703, 975
ASF (HS)	3	387, 798	367, 436

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APEC Project Quality Criteria



- Relevance
- Effectiveness
- Efficiency
- Impact
- Sustainability

Projects must meet a satisfactory standard in each criterion to be recommended for funding

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Drafting a proposal



Some key things to remember while drafting:

- Be **realistic** about what you can achieve
- Be **specific** about who will benefit and how stakeholders will be involved
- Show that you've done your **homework**
- Be **accurate** in developing your budget
- Remember the **audience**: not all proposal readers will be an expert

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Project Reform



BMC is working through a series of reforms to improve project effectiveness and efficiency:

- Multi-year projects
- Use of Concept Notes to select projects
- Changes in fund disbursement procedures
- Revised forms and guidance through a new edition of the Guidebook on APEC Projects

Implementation of reforms is ongoing.

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Session 2 Trial: De-link priority from quality



- BMC 1 agreed to trial a new approach to proposal selection for Session 2
 - Procedures agreed by BMC 2, April 2010
- Objective: **de-link priority & quality** so projects are selected on the basis of importance, not how well they are designed
 - Members assess priority
 - Secretariat helps proponents develop proposals to reach quality standard

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Session 2 Trial: What does it mean for you?



Hopefully: less wasted effort and a faster decision

Prioritisation Stage (*all proposals*)

- Submit a Concept Note instead of full proposal
- Concept Note prioritised by your fora & Committee using agreed Funding Criteria
- Highest priority Concept Notes that fit within the funding gap to develop full proposal

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Session 2 Trial: What does it mean for you?



Quality Stage (*selected proposals only*)

- Secretariat can help to develop full proposal
- Fora undertakes QAF & endorses full proposal
- When satisfactory quality is reached, the Secretariat recommends to BMC the project commences
- Proponents have until the next funding round to reach satisfactory quality

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Where can I get more help?



Further assistance on projects can be found:

- Through the APEC Secretariat: your Program Director or the PMU

http://www.apec.org/apec/about_apec/apec_secretariat/sec_contacts1.html

- In the Guidebook on APEC Projects

http://www.apec.org/apec/about_apec/policies_and_procedures.html

- On the AIMP Project Database site:

http://member.aimp.apec.org/pdb_sites/default.aspx

- Through your BMC delegate